

Employee Suggestion No. 473

A. Information About the Suggester:

[REDACTED], GS-11, Operations Officer , EE, DD/P
Resigned 28 August 1953

25X1A9a

B. Summary of the Suggestion:

The suggester proposes that a security violation be charged against employees who neglect to turn off air-conditioning units when securing offices in the evening. It was further proposed that a custodian be assigned to each air-conditioning machine.

C. Evaluation:

On 9 October 1953, the Chief, General Services Offices, advised the Committee that for some time it has been the practice of the Security Office to consider failure to turn off electrical equipment as a minor violation. However, as no regulation to this effect exists, the General Services Office is issuing a bulletin requesting employee cooperation in this regard, and the Security Office is also planning to issue a notice in its forthcoming quarterly bulletin requesting all employees to include the practice of turning off electrical equipment as a part of their regular security duties at the end of each working day.

Savings to be realized as a result of this additional measure are indeterminate, however, since there is no way of calculating the violations presently occurring. However, the Office of General Services has indicated that, of greater importance, is the safety hazard which would be avoided were the machines secured at the end of the working day. To date, General Services has reported at least two fires which were started by air-conditioning units which were left unattended and running after office hours. Both fires necessitated calling the Metropolitan Fire Department, and because of security reasons, it is believed that any measures taken to avoid similar instances are well worth-while.

D. Recommendation:

It is recommended that an award to the suggester be considered by the Committee with the amount being determined in keeping with the Scale of Awards for suggestions with intangible benefits.